

## Internal Memorandum

**Public Works Department** Office of the Director (5200)

TO:

Professional Services Review Committee

DATE:

July 21, 2020

THRU:

Cydra Wingerter

FROM:

Chad Nepveaux

**SUBJECT:** 

PROFESSIONAL SERVICES REVIEW COMMITTEE

CALL FOR COMMITTEE MEETING

Please be advised that the meeting scheduled for Thursday, July 23, 2020 at 8:30 a.m. in the Public Works Administrative Building - Large Conference Room (1515 E. University Ave, Building A). The purpose of the meeting is to make recommendations to the Lafayette Mayor-President for professional services contract awards for the following:

1. **Project:**  **Confidential Transcriber** 

Requesting Department/Agency: LPD

**Services Requested:** 

Transcriber

Scope of Services:

transcription of internal affairs investigations on an as-needed basis

**Estimated Fees:** 

\$20.00/hour - hours depends on work load

**Staff/Agency Recommendation:** 

Margaret Lavergne

2. **Project:**  **Girard Park Drive Emergency Cross Drain Replacement** 

Requesting Department/Agency: PW/CID

Services Requested:

**Testing** 

Scope of Services:

Testing of materials used during construction

**Estimated Fees:** 

\$8,000

**Staff/Agency Recommendation:** 

N/A

Chair - Professional Services Review Committee